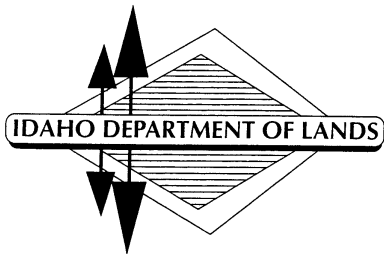


# COMMUNITY TRANSPORTATION ENHANCEMENT GRANT



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IDAHO DEPARTMENT OF LANDS

IDAHO TRANSPORTATION DEPARTMENT  
AND IDAHO COMMUNITY FORESTRY COUNCIL

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# CTE GRANT

2009-2010



# IDAHO COMMUNITY FORESTRY COMMUNITY TRANSPORTATION ENHANCEMENT (CTE) GRANT PROGRAM



2009 ~ 2010

## PROGRAM OVERVIEW

PROGRAM ADMINISTRATOR	Idaho Department of Lands, in cooperation with the Idaho Transportation Department and Idaho Community Forestry Council.
FUNDS AVAILABLE	<p>Up to \$172,000 will be available for tree purchase and planting projects along major transportation corridors in Idaho Communities. The maximum grant request is \$30,000 and the minimum is \$2,000.</p> <p>Grant funds will be distributed on a reimbursement basis.</p>
COST-SHARE REQUIREMENTS (APPLICANT)	<p>A minimum 10% cash match of the total grant funds received must be contributed by the applicant from sources other than federal funds. In-kind contributions are encouraged for the project, but do not count toward the required local 10% cash match.</p> <p>All grant fund expenditures must comply with Federal Office of Management and Budget (OMB) regulations governing federal financial assistance. (Page IV lists applicable OMB circulars.)</p>
ELIGIBLE APPLICANTS	Idaho cities, counties, and tribal governments interested in developing or improving a sustainable community forestry program. Successful applicants must have or agree to form a tree committee and develop a program work plan during the grant project period. Successful second-time applicants must agree to have a tree ordinance developed and presented for approval to their governing body by the end of the second grant period.
APPLICATION LIMITATION	One CTE grant application per community per calendar year.
APPLICATION DEADLINE	Applications must be POSTMARKED by Friday, September 4, 2009. Applications postmarked after this date will not be accepted. Faxed applications will not be accepted. <i>Applicants are asked to email IDL notification when their application has been mailed (communitytrees@idl.idaho.gov).</i>
NOTIFICATION DATE	On or before December 1, 2009
PROJECT COMPLETION	On or before December 31, 2010
FOR ADDITIONAL INFORMATION CONTACT	<p>David Stephenson, Community Forestry Coordinator Idaho Department of Lands 3780 Industrial Avenue, South Coeur d'Alene, Idaho 83815 Telephone: (208) 666-8621 / Toll Free Number: (800)-432-4648 Fax: (208) 769-1524 / Email: <a href="mailto:communitytrees@idl.idaho.gov">communitytrees@idl.idaho.gov</a>.</p>

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# CTE GRANT PROGRAM INFORMATION

## PURPOSE

Community Transportation Enhancement (CTE) grants are available to Idaho cities, counties and tribal governments on a competitive basis. The purpose of the grant program is to enhance community transportation corridors through the planting of trees and shrubs. The program is also intended to educate, stimulate interest in, and assist with the development of sustainable community forestry programs in communities throughout Idaho.

## HIGHLIGHTS FOR 2009-2010

1. **Grant Request Amount**— the maximum amount applicants can request has been increased to \$30,000 and the minimum amount is \$2,000.
2. **Minimum Applicant Cash Match is 10%** of total grant amount received (federal funds can not be used to meet match requirement).
3. **Irrigation and Hardscape Expenses Eligible for Reimbursement will be limited**—The purpose of these projects is to enhance transportation corridors through landscaping. To encourage projects that focus on increasing canopy cover and incorporate native and/or drought tolerant species that use water wisely, a maximum of 20% of grant funds can be used for irrigation and hardscape (signs, benches, etc.). Note that only costs of low-output irrigation specific to the trees and shrubs planted in your project are eligible.
4. **Priority will be given to projects** that by design strategically utilize trees as functional landscapes in addition to beautification. For example, using large growing trees to provide energy conservation or roadway protection; planting appropriate species and designing to help mitigate stormwater; or developing landscapes that increase pedestrian and vehicular safety. Additionally, priority will be given to projects that include a public education component regarding the social, economic or environmental benefits of trees and the importance of their proper care.
5. **Ineligible Communities**—If your community was awarded a 2007-2008 CTE grant, but has not yet completed it, you will not be eligible to apply for a 2009-2010 CTE grant.

## GENERAL INFORMATION

1. Eligible applicants are Idaho cities, counties, and tribal governments interested in developing or improving a sustainable community forestry program. Successful applicants must have or agree to form a tree committee and develop a program work plan during the grant project period. Successful second-time applicants must have a tree ordinance or agree to have a tree ordinance developed and presented for approval to their governing body by the end of the second grant period.
2. Individuals, businesses, non-profit organizations and state agencies are not eligible to apply.
3. The applicant must contribute a minimum 10% cash match of the total grant funds received. In-kind contributions are encouraged for the project, but do not count toward the local 10% match.
4. All grant fund expenditures must comply with Federal Office of Management and Budget (OMB) regulations governing federal financial assistance. (Page IV lists applicable OMB circulars.)
5. There is no maximum project size, however reimbursement is limited to a minimum of \$2,000 and a maximum of \$30,000.
6. GRANTS ARE NOT PROVIDED UP FRONT. Project grant funds will be distributed on a reimbursement basis. Reimbursement will not be made until expenditures have actually been paid by the grantee and proof of payment provided. **Project expenses for which you will seek reimbursement must be incurred between the award date and December 31, 2010.**

7. Reimbursement requests may be submitted quarterly and/or at the completion of the project. A narrative report summarizing the status/outcome of the project must be included with each request for reimbursement. Final reimbursement will not be made until the entire project is completed and approved by IDL.
8. **Selection Process:** Applications will be reviewed and ranked by a committee composed of the Community Forestry Coordinator or designated representative, an ITD representative, and members of the Idaho Community Forestry Council. The funding recommendations of this committee will be presented to the State Transportation Board for approval. Applicants will be notified of their award status around December 1, 2010.

One of the measures of success for this program is the leveraging of local support (cash and donated services). It is important that the applicant indicate all anticipated project expenses (grant funds requested, local cash and donated services) required to successfully complete the tree planting project as described in their project application budget. A donated service schedule is attached to assist applicants in determining the value of donated project activities. See Appendix C. page A3.

9. **Evaluation Criteria Includes**

- How well the project helps the community develop or improve a sustainable community forestry program
- How well the project enhances surface transportation corridors
- How the project benefits the public and uses trees to help address issues such as air & water quality, energy conservation, public safety, stormwater mitigation, etc.
- Whether project personnel possess necessary qualifications or experience to carry out project goals
- Reasonableness of project budget for proposed activities
- How realistic and appropriate are the project design plan, work plan and 3-year maintenance plan.
- Appropriateness of plant materials for the project site
- How well applicant has maintained previous CTE or UCF projects

Consideration may also be given to:

- Proposals for activities that are not currently funded
- Applicants that have not received a CTE grant in the past
- Tree City USA status, which will be used as a tiebreaker

10. **The Idaho Community Forestry Assistants are available to assist you with your grant application.**

While the Community Forestry Assistants (CFAs) cannot write your grant applications, they can help you define and plan your project and review your application prior to submission. You are encouraged to consult the CFA in your area for assistance, especially in regards to the completion of the **Alternate Environmental Checklist** form. For mailing addresses and telephone numbers see Appendices F.

11. Answers to commonly asked questions are found on page IX.

## DATES

1. **September 4, 2009:** Grant application deadline. An original plus nine copies of all application materials (including color photos and design plans) must be sent to the Idaho Department of Lands Coeur d'Alene Office (address is in Appendix F) postmarked no later than September 4, 2009. Faxed or electronic applications will not be accepted. Applications postmarked after this date will not be accepted. An application checklist is included on page 12 for your convenience.
2. **September 18, 2009:** Applicants will provide to IDL a signed ITD Form 2109-"Application for Permit to Use Right-of-Way Approaches", no later than Friday, September 18<sup>th</sup> for all projects

located on state or federal highway right-of-way. 2109 forms are available from your ITD District Office—see Appendix D, page A-4.

3. **December 1<sup>st</sup>, 2009:** Applicants notified of application status on or about this date. Note: Work or expenses for which a community seeks reimbursement cannot be incurred prior to the grant Memorandum of Understanding (MOU) being signed by both the IDL and successful applicant.
4. **December 31, 2010:** CTE grant expiration date. All project work must be completed by this date. Grant extensions may be approved only at the discretion of the department and only if requested *at least 10 days prior* to the grant expiration date.

## ELIGIBLE PROJECTS

A wide range of projects are eligible for funding. CTE projects must be located on public land (federal, state or local government) and must enhance transportation corridors. Transportation corridors refer to public streets or highways, bicycle and/or pedestrian sidewalks and trails. The Idaho Department of Lands is looking for projects that serve as many people as possible, show or will result in knowledge of approved tree care techniques, and demonstrate an awareness of the benefits of trees and the importance of a local forestry program. Among the many possible eligible project activities are the following:

- Community entrance landscaping
- Plantings along main street and adjacent streets
- Plantings along walking/biking trails within or adjacent to cities
- Landscaping vacant lots along main streets
- Plantings to enhance railroad and airport corridors along public rights-of-way
- Establishing a community arboretum along a transportation corridor
- Planting a community windbreak, living snow-fence, recreation area protection, etc. along transportation routes
- Projects that will help mitigate stormwater runoff from roadways
- Landscaping of transportation routes that utilizes innovative designs, methods or materials to solve local community or urban forestry problems. Projects that incorporate structural soils, alternative irrigation or power systems (i.e.: cisterns, gray water or solar power), or roadway bioswales with trees would qualify. Note that reimbursed irrigation & hardscape costs are limited to 20% of grant funds.
- Plantings of transportation corridors that actively demonstrate wise water use, use of native or drought tolerant species or the tangible benefits of trees to the public
- Landscaping to enhance business districts along main transportation corridors

## INELIGIBLE PROJECTS

Projects that are ineligible include, but are not limited to:

1. Projects not related to urban forestry
2. Construction projects—trails, fences, shelters, buildings, site grading not related to planting, etc.
3. Land or boundary surveys or title search
4. Appraisals, sale or exchange of real property

## PROGRAM REQUIREMENTS

1. **OMB Compliance**—All grant work and expenditures must comply with the Federal Office of Management and Budget (OMB) regulations. The applicable circulars are:

- OMB Circular A-102 (revised 8/29/97)
- Code of Federal Regulations 49 CFR Part 18, 20, 29
- OMB Circular A-87 (revised 5/10/04)
- OMB Circular A-133 (revised 6/27/03)

For copies of these circulars visit [www.idaho.gov/lands](http://www.idaho.gov/lands) (click on community forestry and then grants).

2. Grantees must follow all applicable state and federal laws in regards to procurement. If in doubt, follow the guidelines found in the IDAPA 38.05.01—Rules of the Division of Purchasing (<http://adm.idaho.gov/adminrules/rules/IDAPA38/0501.pdf>).
3. **Davis Bacon Act**—This legislation sets wages on federally funded projects greater than \$2,000. It applies to all Enhancement projects within an existing Federal-aid highway right-of-way, or linked to a Federal-aid facility by proximity or impact. It does not apply to work by highway agency forces. Contractors may not use volunteer labor on Davis Bacon projects, but state or local agencies can if the workers are under their direct control as a force account effort.

Davis Bacon requirements will apply to some roads within a city that are Federal-aid roads. More information on the Davis Bacon Act can be found at: <http://www.dol.gov/compliance/laws/comp-dbra.htm>.

4. For projects on public property with a total value exceeding \$5,000 and involving a business contractor (tree care or landscape company, etc.), the business must obtain a public works license in accordance with Idaho Code 54-19, Public Works Contractors License Act. For more information about licensing, contact the Public Works Contractors State License Board at the following Idaho toll free number: 1-800-358-6895.
5. A 3-year detailed plan for maintenance of the project must be prepared and submitted as part of the application. If funded, plan must be followed by the city.
6. Plant materials used must meet specifications of the American Standard for Nursery Stock (ANSI Z60.1, most current version). Planting must conform to IDL planting specifications (revised 7/04).

## PROJECT COSTS

Project costs must be incurred between the date the department and successful applicant signs the Memorandum of Understanding and December 31, 2010, unless a project extension is agreed to by the department and the grantee.

1. **Eligible Grant Reimbursable Costs (List in Column “A” on Budget page 6):** Reasonable and necessary direct project costs, which are consistent with the approved project scope and incurred during the project period are eligible for grant funding. Eligible costs may include, but are not limited to:
  - a. **Plant Material**—costs of purchasing appropriate plant material including trees, shrubs, and herbaceous perennials. Turf grass plantings and annual flowers are not eligible.
  - b. **Plant installation**—cost of installing plant material including equipment rental, mulching, staking (if necessary), tree grates or brick pavers around trees or between grates, and finish work.
  - c. **Site preparation**—all necessary activity to prepare the project site for planting including grading, clean-up, vegetation removal, topsoil, and soil testing and improvements.
  - d. **Hardscape**—up to 20% of grant funds can be used for hardscape elements such as paths and walkways, landscaping rocks, fences, retaining walls, signs, and benches. These

hardscape elements should be in direct vicinity of and related to the tree planting. Structures such as gazebos, restrooms, shelters, and work such as asphalt removal or parking lot paving, etc. are not eligible. Hardscape also includes installation and/or renovation of low-output (drip, micro-spray, etc.) irrigation systems deemed necessary to the success of the project.

- e. **Maintenance**—of new plantings is required for 3 years. However, grant funds can be used for contracted maintenance costs during the project period (through December 2010).
  - f. **Contracts**—costs associated with contractors or companies to complete CTE project.
2. **Eligible for Cash Match (Non-Reimbursable Project Costs / List In Column “B” on Budget Page 6):**  
All activities listed under eligible uses for grant funding are also eligible as cash match. In addition:
- a. **City Personnel & Equipment**—costs for city equipment and for city employees while working on this project can be used as part of the applicant cash match. Note: city employee personnel and equipment costs cannot be paid with grant funds.
  - b. **Turf**—costs related to turf and turf irrigation costs adjacent to the planted trees are eligible. For instance, turf in median strip where the trees are planted.
  - c. **Hardscape**—elements such as paths and walkways, landscaping rocks, fences, retaining walls, signs and benches integral to the landscape project.
3. **Donated /In-Kind Project Costs (Non-reimbursable / List in Column “C” on budget Page 6):**
- a. Value of donated materials or services directly related to the project
  - b. Value of volunteer time in completing the project
4. **Ineligible Costs:** Costs not directly associated with or necessary for the implementation of the project as determined by the department are ineligible for grant funding. Ineligible costs include, but are not limited to:
- a. Capital Outlay having a cost greater than \$5,000
  - b. Acquisition of property, maintenance costs of the plantings beyond December 31, 2010 , engineering, right-of-way and utility expenses.
  - c. Costs to design or revise planting plans or develop as-built plans.
  - d. Costs incurred in a contract which creates a real or apparent conflict of interest. An apparent conflict of interest arises when an official or employee of a grantee participates in the selection, awarding or administration of a contract supported by this project and the official or employee, or his or her spouse or partner, has an ownership interest in the firm selected for the contract; or receives a contract, gratuity or favor from the award of the contract.
  - e. Program costs incurred before or after the project period.



# APPLICATION REQUIREMENTS

To be eligible for funding, the following attachments must be submitted with your completed application. (Items #1-3 are not required if you are a current Tree City USA community)

1. A list of the members of your Community Tree Committee<sup>1</sup>
2. A copy of your Community Forestry Annual Work Plan<sup>1</sup>
3. A copy of your Community Tree Ordinance<sup>2</sup>
4. A project vicinity map showing location of project in the community
5. Color photographs or printed color digital images of the proposed project site
6. Planting design plan drawn to scale showing location of each plant by species & a North arrow

<sup>1</sup> If your community does not have a tree committee or annual forestry work plan and this would be your first grant received, you will be required to certify on page 10 of your application that these items will be established/developed by December 31, 2010 and submitted with final report. Failure to comply will result in disqualification from future grant program participation until these requirements are met.

*Information about developing these items and sample documents can be obtained from the Community Forestry office at the address listed in Appendix F.*

<sup>2</sup> Only communities that received and successfully completed a CTE (and/or UCF) grant in previous years and apply for and receive a 2009-10 CTE grant, are required to develop a tree ordinance during the 2009-10 project period. If your community has received more than one CTE or UCF grant in the past, you must submit a copy of the Community Tree Ordinance that was submitted to your governing body for approval. Failure to comply will result in disqualification from future grant program participation until requirements are met.

7. All projects that will be located on state or federal highway rights-of-way must be reviewed by the Idaho Transportation Department district office. An ITD Form 2109 "Application for Permit to Use Right-of-Way Approaches," approved by your ITD District Office, is required to request use of the right-of-way for landscaping purposes. The ITD Form 2109 must be submitted to the ITD District Office for consideration prior to submitting this application. The applicant will provide a completed and approved ITD Form 2109 for this project and required revisions to IDL no later than Friday, September 18, 2009.
8. **An Alternative Environmental Checklist**, must be completed and submitted as part of all CTE grant applications and is required for any projects using Federal funds. The form is found on page 8 and 9. It is unlikely there will be any negative impacts for most projects, though there is always a chance a few sites may need to be looked at to be sure. Contact your ITD District Office Environmental Planner early in the process to see whether a site visit or additional information may be needed. ITD's HQ Environmental Section can also be contacted at 208-334-8260 to help ensure any potential concerns with the site are cleared in a timely manner or to answer any questions regarding the process that you may have.

Completed applications for funding must be received and/or postmarked no later than Friday, September 4, 2009 to the following address:

Community Forestry Coordinator  
Idaho Department of Lands  
3780 Industrial Avenue, South  
Coeur d'Alene, Idaho 83815

## AWARD AND EXECUTION OF CONTRACT

1. Project rating will be based on answers given to the application questions and the Budget Calculation Form. Grant Memoranda of Understanding (MOUs) will be awarded to the highest-rated proposals. Following the rating, each applicant will be notified of their funding status.  
Projects meriting funding consideration, but not at the requested amount, may be offered reduced awards.
2. The MOU must be signed by the successful grant recipient and returned by the deadline indicated with the contract.

## PAYMENT

**Funds are not provided up front.** Project grant funds will be distributed on a reimbursement basis. Reimbursement will not be made until expenditures have actually been paid by the grantee and proof of payment provided. Reimbursement requests may be submitted quarterly and/or at the completion of the project. A narrative report summarizing the status/outcome of the project must be included with each request for reimbursement. Final reimbursement will not be made until the entire project is completed and approved by IDL.

A final reimbursement request should be made as soon as possible after project completion, but **no later than 90 days after the project deadline.**

Reimbursement is contingent on IDL approval of the completed project and expenses. Payment will normally be made within 60 days of receipt of a completed reimbursement statement and valid invoices(s). Payment shall be made only to the grantee named in the MOU.

Following the awarding of grants, the Idaho Department of Lands may conduct periodic project inspections for up to 3 years and a final project audit to assure compliance with project Memorandum of Understanding.

## HOW TO SUBMIT A BETTER PROPOSAL

Here are some tips to help your proposal rate higher, receive adequate grant funds and avoid delays in awarding of contracts. For additional guidance see *Elements of a Good Project* (Appendix E)

### IMPROVING YOUR PROJECT

**Plan ahead**—Spend time thinking about and planning for your project before filling out the application. Projects with adequate pre-planning are reflected in better proposals.

**Get input from others** who will be involved in the project or communities who have done similar projects. If your project will entail the use of a consultant, issue a request for proposals (RFP) and tentatively select the consultant prior to submitting your application.

#### **Contact your regional Community Forestry**

**Assistant** for advice and assistance. S/he can review your project with you, advise you on how to complete the application and make recommendations on how to improve it. Don't wait until the last minute, however. S/he will be very busy as the application deadline approaches.

### IMPROVING YOUR APPLICATION

Make sure the person who completes the application is familiar with the proposed project and able to articulate it well.

**Answer each question clearly, succinctly and completely.** Make sure your responses fully address all parts of every question asked. Have someone unfamiliar with your project read over your proposal. Do your responses give them a good understanding of what your project is about? Avoid leaving questions unanswered or simply saying "no" or "none". Say *something*. When a question says "list and describe," make sure you "describe!" A simple list won't rate well.

**Avoid irrelevant information.** Answers should be specific to the proposed project. Unless specifically asked, don't include information beyond the scope of the project.

**Follow application instructions.** Have you submitted the documentation **specified** in the checklist on page 12, followed instructions for the Budget Calculation Form? Is the Minimum Requirements for Eligibility checklist completed and signed by the Mayor or City Administrator?

Be sure all information is consistent. Especially with plant materials, be sure the species listed under question 8 on page 5 match those shown on the planting plans.

#### **Make sure your application is complete.**

Incomplete applications may be disqualified. An application checklist is available on page 12 for your convenience.

### IMPROVING YOUR COST ESTIMATES

Because grant awards are based on the applicant's budget estimates, careful cost estimating will assure that you have enough funds to complete the project and can possibly reduce your out-of-pocket costs.

**Get estimates from vendors and contractors before you apply.** Before completing the budget Calculation Form, contact nurseries to get cost estimates for the plant materials you wish to plant, contractors for estimates on planting costs and other businesses for any other purchases you plan to make.

**Double-check your math.** Math errors are common on the Budget Calculation Form.

**Make sure the cost estimate worksheet includes all anticipated project costs.** Review your responses to all of the questions. Have you mentioned any project components or aspects that are not included on the cost estimate worksheet?

## COMMON QUESTIONS & ANSWERS REGARDING CTE GRANTS

**Q. Who can receive a grant?**

- A. Idaho cities, counties and tribal governments are eligible to apply. Individuals, businesses, school, school districts and state agencies are not eligible to apply.

**Q. What can grant funds be used for?**

- A. Funds can be used to purchase materials or services or for a contractor to complete specific grant projects. See page IV for more on project costs.

**Q. How big are the grants?**

- A. Grants range in size from \$2,000 to \$30,000.

**Q. How likely is it that I will get a grant?**

- A. This depends on the quality of your proposal and on the number and size of the grant applications. Last grant cycle we had 22 CTE applications requesting ~\$318,882. We funded a total of 11 applications for a total of \$162,000.

**Q. What kind of local match is required?**

- A. A 10% cash match is required. In-kind contributions are encouraged for the project, but do not count toward the 10% match.

**Q. We are a small, rural community. How can we compete against large urban communities?**

- A. Grants are awarded according to the quality of the project and its impact on the community, not on how big a program is.

**Q. Can the personnel costs incurred by city employees or the use of city equipment be reimbursed with grant funds?**

- A. No. The costs of utilizing regular city employees or city equipment to perform the grant project can only be used as applicant cash match.

**Q. Is turf irrigation an allowable grant expense or cash match?**

- A. Costs associated with turf irrigation are **not** eligible for grant funds. Turf irrigation adjacent to the project trees can be used toward an applicant's cash match. For instance, turf in a median strip where the trees are planted.

**Q. Can grant funds be used for hardscape?**

- A. Up to 20% of the grant funds reimbursed can be for hardscape elements such as entrance signs, benches and paths. Please note that irrigation costs are now also considered hardscape.

**Q. When calculating the planting project costs, what should be included?**

- A. Include only the costs dealing with this landscaping project. For example, if a park is being developed do NOT count costs of parking lots, play equipment, turf installation/irrigation, sidewalks, and general grading for turf or other areas, etc. DO include costs of site preparation for plant materials, planting of the trees, irrigation for trees, tree grates, stakes, mulch, signage or hardscape costs that are an integral part of this planting. Any of these costs that the city plans to pay for should be included in the Applicant Cash column of the Budget Calculation Form. Any donations of time or materials the city anticipates for this project should be listed in the Donated & In-Kind Column. This will show the local contribution to the project.

**Q. What is the Alternate Environmental Checklist for?**

- A. Your answers to the checklist questions will help provide ITD reviewers enough background information to determine whether or not there may be an adverse environmental impact as a result of the proposed action—a requirement whenever Federal funds are involved. Your answers and explanations will help speed up this process. Please understand that the purpose of this form is not to put up roadblocks to projects, but to simply make sure these items were considered during the planning process. If you have any questions, please contact one of the people listed on Appendix F, page A-6.

**Q. Will my proposal be docked points if my community received a grant last year?**

- A. The number of grants a city has received in the past five years may be factored into the rating process. Our intent is to fund good projects, but to also help many communities.

**Q. I need help completing this application. Can someone review it before I submit it? Who do I call?**

- A. Call your regional Community Forestry Assistant listed in Appendix F. S/he can help you improve your applications!

# COMMUNITY TRANSPORTATION ENHANCEMENT GRANT APPLICATION

2009~ 2010

## COMMUNITY APPLYING

MAILING ADDRESS CITY, STATE ZIP CODE

## APPLICANT'S AUTHORIZED REPRESENTATIVE

NAME

TITLE

MAILING ADDRESS CITY, STATE ZIP CODE

TELEPHONE / FAX NUMBERS OFFICE: HOME: FAX:

EMAIL

*Please note that information on this form, including the information above, may be made available to companies and others who request it.*

## PROJECT NARRATIVE

IMPORTANT NOTE: Answer all questions clearly and concisely and include all required attachments.  
Failure to do so may result in loss of eligibility.

### 1. PROJECT DESCRIPTION:

- a. Describe your project and what will be accomplished (Please be specific about this project for which funding is being requested). While you may discuss the larger transportation project, this project should only include tree/shrub planting and related hardscape located within close proximity and which is an integral part of the tree planting.

- b. List the specific project components to be completed.

*Attach additional sheets if necessary for this and other questions.*

NOTE THAT "FILL-IN" APPLICATION IS DOWNLOADABLE FROM THE WEB: [WWW.IDL.IDAHO.GOV](http://WWW.IDL.IDAHO.GOV) (CLICK ON COMMUNITY FORESTRY).

## 2. TRANSPORTATION ENHANCEMENT

How does this project enhance surface transportation corridors?

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## 3. DEVELOPING A COMMUNITY FORESTRY PROGRAM:

How will this project help your city develop or attain a sustainable community forestry program?

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## 4. PUBLIC BENEFITS:

How does this project utilize trees to address community issues such as: air & water quality, energy conservation, stormwater mitigation, public safety, enhancement of businesses, education/interpretation on tree benefits, etc.?

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## 5. PROJECT PERSONNEL:

Who will supervise and carry out the project? What are their qualifications? Please list names and titles when possible. Include names of volunteer groups as well.

NAME (OF PERSON OR VOLUNTEER GROUP)	TITLE	QUALIFICATIONS	PROJECT ROLE

## 6. PROJECT WORK PLAN AND SCHEDULE:

Describe your plan of work and timetable for completing each activity. Keep in mind that projects are to be completed by December 31, 2010. (Alternate reporting formats may be used.)

TIMETABLE FOR COMPLETION (Indicate start & finish dates)	ACTIVITY

## 7. MAINTENANCE PLAN:

Describe, in detail, your plan for maintaining the proposed project for the next 3 years. Include what steps will be taken & who will be responsible for each activity?

MAINTENANCE ACTIVITY	DESCRIBE PLAN	FREQUENCY / SCHEDULE FOR ACTIVITY	RESPONSIBLE PERSON / ORGANIZATION
WATERING			
RE-MULCHING			
VEGETATION / WEED CONTROL			
FERTILIZING			
STRUCTURAL PRUNING			
TREE INSPECTION (INCLUDING INSECT, DISEASE & STRESS MONITORING)			
TREE REPLACEMENT			
OTHER (SPECIFY)			
OTHER (SPECIFY)			
OTHER (SPECIFY)			
SUMMARY OF PLAN / ADDITIONAL DETAILS			



## 8. PLANT MATERIALS TO BE PLANTED

	SPECIES	SIZE	QUANTITY	SPECIFY TYPE (TREE/SHRUB OR PERENNIAL)	COST PER ITEM	TOTAL COST
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
	TOTAL	N/A		N/A	NA/	\$

## 9. PROJECT BUDGET: COMPLETE BUDGET INFORMATION ON PAGE 6

For the purposes of this grant project application, the project budget should only include tree planting & related hardscape located within close physical proximity and which is an integral part of the tree planting. Include only the project related costs dealing with the trees or shrubs. For example, if a park is being developed do NOT count costs of parking lots, play equipment, turf installation/irrigation, sidewalks, and general grading for turf or other areas, etc.

DO include costs of site preparation for plant materials, planting of trees, irrigation for trees, tree grates, stakes, mulch or signage/hardscape costs that are an integral part of the planting, etc. Any of these costs that the city plans to pay for should be included in the Applicant Cash column of the Budget Calculation Form. Any donations of time or materials the city anticipates for this project should be listed in the Donated & In-Kind Column. This will show the local contribution to the project. Complete the Budget Calculation form on the following page. A sample completed Budget Calculation form is found in Appendix B on page A2. If you have any questions on what costs are eligible, please contact the IDL office.

Note: The applicant must provide cash match for at least 10% of the grant funds received. This amount must be local cash expenditures. For example, for a city seeking a \$30,000 grant, the minimum local required cash match (10% of \$30,000) is \$3,000; total project cost would be \$33,000.

# BUDGET CALCULATION FORM

PROJECT EXPENSE	QUANTITY / HOURLY OR PIECE RATE	GRANT FUNDS REQUESTED (A) *	APPLICANT CASH MATCH (B)	DONATED & IN-KIND (C)	TOTAL (ADD COLUMNS A, B & C)
<b>FOR INFORMATION ON WHAT TO PUT IN COLUMNS SEE APPENDIX B</b> <b>PLEASE ROUND NUMBERS TO THE NEAREST DOLLAR AMOUNT.</b>					
<b>PERSONNEL EXPENSES (SALARIES / WAGES / BENEFITS)</b> <i>* Requested grant funds cannot be used for regular personnel costs of city employees.</i>					
<b>1. TOTAL PERSONNEL EXPENSES</b>					

<b>OPERATING EXPENDITURES (TRAVEL, SUPPLIES, PLANT MATERIALS, RENTALS, ETC.)</b>					
<b>2. TOTAL OPERATING EXPENSES</b>					

<b>CONTRACTED PROFESSIONAL SERVICES</b>					
<b>3. TOTAL CONTRACTED SERVICES EXPENSES</b>					

<b>TOTAL PROJECT EXPENDITURES (ADD LINES 1,2 &amp; 3)</b>					
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## **ALTERNATIVE ENVIRONMENTAL CHECKLIST**

Projects utilizing Federal funding are required to be evaluated for environmental concerns. Though it will be rare for a CTE project to have negative impacts on any of these, the possibility does exist. In answering the questions on the form, it is not expected the applicant will have the expertise to answer these questions definitively. Rather, the intent of the form is to have you look at the site, consider the potential for impacts and answer the questions to the best of your knowledge.

Communities are encouraged to contact the ITD District Environmental Planner for their area early in the process for help in determining whether a site visit is needed. If you have any questions, please contact one of the folks listed at the bottom of Appendix F, page A-6.

Completion of this form along with a good project description, color photos of the site and your planting plan as required as part of your application will help this review and approval process go quickly.

## Alternative Environmental Checklist

### For Enhancement Projects Only

Under the National Environmental Policy Act (NEPA), all actions which involve a federal nexus (linkage) must have a review to determine whether or not there are adverse environmental impacts resulting from the action. The Idaho Transportation Department has been delegated by the Federal Highway Administration (FHWA) as the responsible party for the environmental review of some projects classified as Categorical Exclusions.

The following checklist is meant to give the ITD reviewers enough background information to determine whether or not there may be an adverse environmental impact as a result of the proposed action. Please answer the questions and detail any response that is not clear from simply marking the box. The form will expand to allow room for comments.

For assistance with this form, call the ITD HQ Environmental Section @ 208-334-8260.

Please identify the project by type and location (i.e. landscaping, bike/ped path/building restoration, etc.)

1-Is this project inside an Idaho Transportation Department right of way? Yes ☐ No ☐  
Explain:

2- Will any signs or trees be placed in the ITD right of way? Yes ☐ No ☐  
Explain:

3-Is this project inside a city limits boundary? Yes ☐ No ☐  
Explain:

4-Is this project on previously graded or disturbed ground? Yes ☐ No ☐  
Explain:

5- Where will surface water from this project drain? Adjacent Waters ☐ Storm System ☐  
Explain: Infiltrate in place ☐ Other ☐

6- Does the project site contain any boggy, swampy or wetland areas? Yes ☐ No ☐  
Explain:

7- Is there any surface running water on the project site? Yes ☐ No ☐  
Explain:

8- Is the project area currently a cover or unique habitat for animals or birds? Yes ☐ No ☐  
Explain:

9- Does the project site have historical significance? Yes ☐ No ☐  
Explain:

10-Is there any indication of hazardous material ever being on the project site? Yes ☐ No ☐  
Explain:

11- Are there any structures on or abutting the project site? Yes ☐ No ☐

Explain:

12- Is the project site part of a recognized park or wildlife protection area? Yes ☐ No ☐

Explain:

13- Does project require irrigation in a currently unirrigated arid area? Yes ☐ No ☐

Explain:

14- Will the project require off site grading or trenching? Yes ☐ No ☐

Explain:

15- Will the project cause traffic or access disruption to a commercial or residential neighborhood?

Explain:

Yes ☐ No ☐

Describe any other known adverse environmental impact that has not been covered:

Signature of Preparer \_\_\_\_\_ Date \_\_\_\_\_

Title of Preparer \_\_\_\_\_

-----The following section is for ITD Environmental Section use-----

According to the information contained here, this project action is a Categorical Exclusion under NEPA. Adverse impacts to any regulated issue will be mitigated during the course of project construction. ☐

Comment:

A more detailed evaluation will be required for environmental clearance. ☐

Comment:

By \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Environmental Clearance granted by ITD on \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

# MINIMUM REQUIREMENTS FOR ELIGIBILITY

## PLEASE CHECK APPROPRIATE BOXES

1. ☐ Your community received the Tree City USA award for year 2008— the Tree Committee list, Work plan and Community Ordinance is not needed. Please skip to question 5 below.
- ☐ Your community was NOT a Tree City USA in 2008. Please go to question 2 below.

DATE	MAYOR / CITY ADMINISTRATOR OR EQUIVALENT	TITLE
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2. ☐ A list of the members of your community Tree Committee has been included with application.

- ☐ If your community does not have a Tree Committee, the following pledge is required:

“I certify that a tree committee will be established on or before December 31, 2010. A list of the membership will be included in the final project report.”

DATE	MAYOR / CITY ADMINISTRATOR OR EQUIVALENT	TITLE
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3. ☐ A copy of your community forestry annual work plan has been included with application.

- ☐ If your community does not have an annual work plan, the following pledge is required:

“I certify that a community forestry annual work plan will be developed on or before December 31, 2010. A copy will be included in the final project report.”

DATE	MAYOR / CITY ADMINISTRATOR OR EQUIVALENT	TITLE
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4. ☐ A copy of our tree ordinance is enclosed with application.

- ☐ This is our first grant and we do not have a tree ordinance.

- ☐ If this will be your second grant and you do not have a tree ordinance, the following pledge is required:

“I certify that a community tree ordinance will be developed and presented for approval to appropriate local government officials on or before December 31, 2010. A copy of the ordinance will be included in the final project report.

DATE	MAYOR / CITY ADMINISTRATOR OR EQUIVALENT	TITLE
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5. ☐ Is the project on state or federal rights-of-way?

- ☐ I certify that this project is NOT on state or federal right-of-way.

DATE	MAYOR / CITY ADMINISTRATOR OR EQUIVALENT	TITLE
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- ☐ Project is on state or federal right-of-way.

“I certify this information and that an ITD Form 2109 has been submitted to local ITD staff for review (prior to submitting this application) to determine whether proposed project activities summarized in this application are acceptable with ITD guidelines for landscaping. I will provide a completed and approved ITD Form 2109 for this project to IDL no later than Friday, September 18, 2010.”

DATE	MAYOR / CITY ADMINISTRATOR OR EQUIVALENT	TITLE
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CONTINUED ON NEXT PAGE

**6. PLEASE INCLUDE ORIGINAL APPLICATION PLUS NINE COPIES OF THE FOLLOWING ATTACHMENTS:**

- ☐ Original plus 9 copies of application
- ☐ Original plus 9 copies of color photographs of proposed project site. (No Polaroids please)
- ☐ Original plus 9 copies of the vicinity map indicating location of project
- ☐ Original plus 9 copies of planting project design plan. (Drawn to scale & with a North arrow.)

Extra copies of the Tree Committee List, Community Forestry Annual Work Plan and Tree Ordinance are not required (just include them with the original application if you are not a Tree City USA).

**COMMUNITY AUTHORIZING SIGNATURE**

“I certify this information is valid and factual as described in this application and that all costs are eligible under the grant program guidelines.”

_____ DATE	_____ MAYOR / CITY ADMINISTRATOR OR EQUIVALENT	_____ TITLE
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**Important Note: Answer all questions clearly and concisely and include all required attachments.**  
**Failure to do so may result in loss of eligibility.**

## APPLICATION CHECKLIST

### Did you remember to...

- ☐ Answer all questions completely and clearly?
- ☐ Double-check your math on the Budget Calculation Form?
- ☐ Have the Mayor or City Administrator check the appropriate boxes and sign all relevant parts of the *Minimum Requirements for Eligibility Form*?
- ☐ Enclose the completed original grant application plus nine copies including:
  - ☐ Completed application questionnaire
  - ☐ Completed Alternative Environmental Checklist
  - ☐ Vicinity map
  - ☐ Project planting design plan (showing locations of plant materials by species) with north arrow and scale
  - ☐ Color photos (or color prints from digital images) of planting site
- ☐ Consult with ITD regarding need for completion of 2109 Form (if project on state or federal highway rights-of-way)?
- ☐ Limit the amount of funds requested for tree purchase, planting and maintenance to \$30,000?
- ☐ Show, on Budget Calculation Form, a minimum of 10% cash match to be provided by the applicant?
- ☐ Limit the amount of grant funds requested for hardscape, including low-output irrigation, to 20% of grant amount?
- ☐ Submit application by deadline, which requires all applications to be received or postmarked by September 4, 2009? (Fax or email submissions will not be accepted.)

Did you remember to...



## Sample Maintenance Plan

Describe, in detail, your plan for maintaining the proposed project for the next 3 years. Include what steps will be taken & who will be responsible for each activity?

MAINTENANCE ACTIVITY	DESCRIBE PLAN	FREQUENCY / SCHEDULE FOR ACTIVITY	RESPONSIBLE PERSON / ORGANIZATION
WATERING	<ul style="list-style-type: none"> <li>Activate system and check for performance</li> <li>Request additional water when dictated by sustained high temperatures</li> </ul>	<ul style="list-style-type: none"> <li>By 4/30 each year</li> <li>More than 7 days of 85+ degrees</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance Staff</li> <li>Tree Committee</li> </ul>
RE-MULCHING	<ul style="list-style-type: none"> <li>Inspect, reshape and add mulch</li> </ul>	<ul style="list-style-type: none"> <li>By 5/15 annually</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance Staff</li> </ul>
VEGETATION / WEED CONTROL	<ul style="list-style-type: none"> <li>Weed mulch area. Use Round-up on persistent grasses</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance Staff</li> </ul>
FERTILIZING	<ul style="list-style-type: none"> <li>2 tree spikes on the diameter 3' out from the tree</li> <li>3 tree spikes evenly spaced around tree 6 feet out from tree</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> year</li> <li>4<sup>th</sup> year</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance</li> <li>Park Maintenance</li> </ul>
STRUCTURAL PRUNING	<ul style="list-style-type: none"> <li>Examine and prepare a structural prescription for each new tree</li> <li>Prune according to the prescription</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> year</li> <li>As prescribed</li> </ul>	<ul style="list-style-type: none"> <li>Tree Committee with a Certified Arborist</li> </ul>
TREE INSPECTION (INCLUDING INSECT, DISEASE & STRESS MONITORING)	<ul style="list-style-type: none"> <li>Inspect for stress, vandalism and insect and disease problems</li> </ul>	<ul style="list-style-type: none"> <li>Monthly from bud break to leaf fall</li> </ul>	<ul style="list-style-type: none"> <li>Tree Committee</li> </ul>
TREE REPLACEMENT	<ul style="list-style-type: none"> <li>Remove dead trees as soon as possible</li> <li>Plan, fund and plant new trees</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> <li>As needed</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance Staff</li> <li>Tree Committee</li> </ul>
OTHER (SPECIFY)	<ul style="list-style-type: none"> <li>Remove tree ties and stakes</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> year</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance Staff</li> </ul>
OTHER (SPECIFY)	<ul style="list-style-type: none"> <li>Provide tree care instructions to adjacent homeowners</li> </ul>	<ul style="list-style-type: none"> <li>At planting time</li> </ul>	<ul style="list-style-type: none"> <li>Tree Committee</li> </ul>
OTHER (SPECIFY)			
SUMMARY OF PLAN / ADDITIONAL DETAILS			

## Sample Budget Calculation Form

PROJECT EXPENSE	QUANTITY / HOURLY OR PIECE RATE	GRANT FUNDS REQUESTED (A) *	APPLICANT CASH MATCH (B)	DONATED & IN-KIND (C)	TOTAL (ADD COLUMNS A, B & C)
<b>FOR INFORMATION ON WHAT TO PUT IN COLUMNS SEE APPENDIX B</b> <b>PLEASE ROUND NUMBERS TO THE NEAREST DOLLAR AMOUNT.</b>					
<b>PERSONNEL EXPENSES (SALARIES / WAGES / BENEFITS)</b> <i>* Requested grant funds cannot be used for regular personnel costs of city employees.</i>					
City Forester	60 hrs. @ \$18.00/hr.		\$1080	—	\$1080
Volunteer Labor	20 hr X \$8.00/hr		—	\$160	\$160
Sheriff Crew	10 inmates for 32 hrs. @ \$5.15 / hr		—	\$1,648	\$1,648
<b>1. TOTAL PERSONNEL EXPENSES</b>		<b>0</b>	<b>\$1080</b>	<b>\$1,808</b>	<b>\$2,888</b>

<b>OPERATING EXPENDITURES (TRAVEL, SUPPLIES, PLANT MATERIALS, RENTALS, ETC.)</b>					
Mileage—City pick-up truck	100 miles @ .445	—	\$45	—	\$45
Purchase of Diameter Tape		—	\$32	—	\$32
Purchase of Soil Probe		—	\$65	—	\$65
Mulch	30 cu. yds. @ 20/yd	\$600	—	—	\$600
Purchase of Trees from Plant a Memory Program	90 trees @ \$120 each	\$10,800	—	—	\$10,800
A1 Construction—backhoe rental to dig holes	20 hrs. @ \$25/hr	—	—	\$500	\$500
Trees from American Legion (for Ball Park)	6 trees @ \$100 each	—	—	\$600	\$600
Shrub	100 @ \$15	\$600	\$900	—	\$1500
<b>2. TOTAL OPERATING EXPENSES</b>		<b>\$12,000</b>	<b>\$1042</b>	<b>\$1100</b>	<b>\$14,142</b>

<b>CONTRACTED PROFESSIONAL SERVICES</b>					
Contractor to design & install low out-put irrigation system		\$3,000	\$390	—	\$3,390
<b>3. TOTAL CONTRACTED SERVICES EXPENSES</b>		<b>\$3000</b>	<b>\$390</b>	<b>\$0</b>	<b>\$3,390</b>

<b>TOTAL PROJECT EXPENDITURES (ADD LINES 1,2 &amp; 3)</b>	<b>\$15,000</b>	<b>\$2,512</b>	<b>\$2,908</b>	<b>\$20,420</b>
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## UCF Guidelines for Determining Value of Donated Services

The Idaho Department of Lands has developed the following rate guidelines to assist communities in determining values for donated services associated with UCF grant projects. These rates should be used to estimate values when preparing your grant application. (Note: When an individual is participating in the grant project as part of their existing job responsibilities, their actual hourly rate of pay may be used in determining value of their project activity.)

Rates are based on data from the Research & Analysis Bureau-Idaho Department of Employment, Bureau of Fire Management-Idaho Department of Lands, and correspondence with commercial rental businesses.

### Labor Rates:

#### Managerial, Administrative and Clerical Support Services

Grant Project Manager/Coordinator	\$15.00/hr
Secretaries/Bookkeepers/Accounting & Auditing Clerks	\$10.00/hr
Tree Committee Meetings (project planning, etc.)	\$10.00/hr (per member)

#### Professional Services

Engineers & Lawyers	\$40.00/hr
Consultants (Computer Programming, Urban Forestry, Landscape Design, Urban Planning, Marketing/Sales)	\$25.00/hr
Public Relations Specialists, Writers, Editors,	

Photographers and A-V Specialists	\$20.00/hr
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#### Forestry Related Project Services

All individuals involved in the field applications of the grant project. Includes but not limited to tree planters, tree maintenance (pruning, watering, mulching, etc.), inventory collection and data entry, etc.

Volunteers under age 16	\$ 5.15/hr
Volunteers age 16 and older	\$ 8.00/hr

### Equipment Rates:

(Note: If your city has developed a rate schedule for its equipment, you may utilize that rate schedule. Be sure to submit a copy of the schedule with your grant application.)

#### Equipment Costs

Chainsaw (all sizes)	\$35.00/day
Trencher (for irrigation installation)	\$15.00/hr
Brush Chipper/Tree Spade/Stump Grinder	Contractor rate
Backhoe/Loader	\$25.00/hr
Gravel/Hoist & Water Truck	\$50.00/day
Pickup	\$30.00/day
Truck Drivers/Heavy Equipment Operators	\$15.00/hour

#### Office Equipment Costs

(Note: These rates assume grant recipient is sole user. If equipment is shared with other departments, adjust accordingly.)

Computer	\$100.00/month
Typewriter	\$ 80.00/month
Photocopier	\$150.00/month (or .02/page)
Telephone	Actual Monthly Billing

## ITD Contact List for Approval of 2109 Form

### **INFORMATION FOR CTE PROJECTS LOCATED ON STATE OF FEDERAL HIGHWAY RIGHT-OF-WAYS**

If your proposed CTE project is located on a state or federal highway right-of-way you need an Idaho Transportation Department (ITD) Form 2109 completed to qualify for a grant. The form must be reviewed, approved and signed by ITD and submitted to Idaho Department of Lands by September 18, 2009. To obtain such authorization from ITD, applicants should contact the person listed below for their area. It may also be helpful to meet with the contact person, in advance, for assistance with completion of the application.

### **IDAHO TRANSPORTATION DEPARTMENT** **FOR PERMIT APPROVAL—DISTRICT CONTACT PERSON**

#### **District 1** (Boundary, Bonner, Shoshone, Benewah & Kootenai Counties)

Stephanie Hale, Permits Coordinator  
Idaho Transportation Department  
600 West Prairie Ave.  
Coeur d'Alene, ID 83815  
(208) 772-1297

Please contact via email for 2109 requests: [stephanie.hale@itd.idaho.gov](mailto:stephanie.hale@itd.idaho.gov)

#### **District 2** (Clearwater, Idaho, Latah, Lewis & Nez Perce Counties)

Shane Niemela, Permits Manager  
Idaho Transportation Department  
2600 Frontage Road  
PO Box 837  
Lewiston, ID 83501-0837  
(208) 799-4239

#### **District 3** (Adams, Valley, Washington, Payette, Boise, Canyon, Ada, Owyhee, Elmore & Gem Counties)

Matt Ward, Permits Manager  
Idaho Transportation Department  
8150 Chinden Blvd.  
PO Box 8028  
Boise, ID 83707-2028  
(208) 334-8341

#### **District 4** (Blaine, Camas, Gooding, Jerome, Twin Falls, Cassia, Lincoln & Minidoka Counties)

Dave Jensen, Permits Coordinator  
Idaho Transportation Department  
216 S. Date Street  
Shoshone, ID 83352-1521  
(208) 886-7853

#### **District 5** (Bingham, Bannock, Caribou, Bear Lake, Franklin, Oneida & Power Counties)

Chuck Heisler, Right-of-Way Agent  
Idaho Transportation Department  
5151 South 5<sup>th</sup>  
PO Box 4700  
Pocatello, ID 83205-4700  
(208) 239-3355

#### **District 6** (Lemhi, Custer, Butte, Clark, Fremont, Teton, Jefferson, Madison & Bonneville Counties)

Blake Rindlisbacher, LS/PE  
District Engineer  
Idaho Transportation Department  
206 North Yellowstone Hwy  
PO Box 97  
Rigby, ID 83442  
(208) 745-7781

### Elements of a Good Project

Every community seeking funding assistance for a project should believe that they have an idea worthy of grant funds. However, there are some key characteristics of well-planned and developed projects that will go a long way to assuring a successful grant application.

1. Establish a project planning group or committee.
2. Identify and prioritize your community's forestry needs.
3. Decide on a specific project to achieve the highest priority need.
4. Develop a detailed project plan. (Include: what will be done; how it will be done; and who will do it.)
5. For planting projects, the plan should include:
  - A planting design plan drawn to scale
  - A list of plant materials
  - A detailed 3-year maintenance plan
6. Develop a project timeline
7. Develop a realistic budget
8. Build local support for the project—encouraging volunteer interest and commitment early on in the process.
9. Prepare and submit the grant application
10. When the grant is awarded, carry out the plan and timeline
  - Define the tasks that must be achieved to complete the project
  - Raise the necessary resources (cash, donated materials, etc.)
  - Recruit volunteers
  - Assign tasks
  - Schedule and accomplish tasks
  - Acknowledge volunteers and other supporters
  - Evaluate process and results
  - Before making any changes to the project, discuss with IDL

## Community Forestry Contacts ~ Forestry Assistants & IDL Staff

### IDAHO COMMUNITY FORESTRY ASSISTANTS

AREA OF STATE	COMMUNITY FORESTRY ASSISTANT	MAILING ADDRESS/E-MAIL ADDRESS	PHONE / FAX NUMBERS
North Idaho (Panhandle Lakes and Clearwater RC&D area)	Northwest Management, Inc.	Panhandle Lakes Area—Jim Colla W. 21 Commerce Dr., Ste. G Hayden, ID 83835 <a href="mailto:colla@consulting-foresters.com">colla@consulting-foresters.com</a>	Bus: 208-772-8554 Fax: 208-772-4654
		Clearwater Area—Tera King PO Box 9748 Moscow, ID 83843 <a href="mailto:king@consulting-foresters.com">king@consulting-foresters.com</a>	Bus: 208-883-4488 Fax: 208-883-1098
South Idaho	Gerry Bates	2445 John Adams Parkway Idaho Falls, ID 83401 <a href="mailto:gabates@cableone.net">gabates@cableone.net</a>	Bus: 208/522-5964 Cell: 208/681-5964 Fax: 208/529-0832

### IDAHO DEPARTMENT OF LANDS COMMUNITY FORESTRY PROGRAM STAFF

NAME	TITLE	MAILING ADDRESS/E-MAIL ADDRESS	PHONE / FAX NUMBERS
David Stephenson	Community Forestry Coordinator	Idaho Department of Lands 3780 Industrial Avenue, South Coeur d'Alene, ID 83815 <a href="mailto:communitytrees@idl.idaho.gov">communitytrees@idl.idaho.gov</a>	Bus: 208/666-8621 TF: 800/Idaho-4-U Fax: 208/769-1524
Joyce S. Jowdy	Grants/Contracts Program Specialist	Idaho Department of Lands 3780 Industrial Avenue, South Coeur d'Alene, ID 83815 <a href="mailto:jjowdy@idl.idaho.gov">jjowdy@idl.idaho.gov</a>	Bus: 208/666-8622 Fax: 208/769-1524